

Advice regarding Support Grade qualifications

Frequently asked Questions

GENERAL POINT REGARDING DEVELOPMENT

Whatever educational or developmental need you have identified; you must discuss this with your manager. This will help to ensure your development is aligned to organisational needs, as well as identifying other staff who could provide information or support to you.

1. I am a band 2/3/4 – what qualifications are available to me?

There are many suitable qualifications available, from Apprenticeships to Foundation Degrees. There are also some new IBMS Certificates of Achievement. Talk to your OWD coach for more information.

2. I am completing an IBMS Certificate of Achievement, can I get a bursary?

There is a new IBMS bursary available to support you while you complete your portfolio.

The Mary Macdonald Bursary is awarded to support learners completing the IBMS Certificate of Achievement Part I or II.

The bursary covers one year's IBMS membership fees and the cost of the portfolio for learners undertaking the IBMS Certificate of Achievement Part I or II.

How to apply

Learners and their Training Officer will **both** need to submit a supporting statement (maximum one side A4) outlining how undertaking the Certificate of Achievement Part I or II will benefit the candidate both personally and professionally.

The IBMS have quarterly submission dates, you can find out more at <http://www.ibms.org/go/ibms/prizes-awards/marymacdonald>

To enter submit both supporting statements to mc@ibms.org or send by post to: Mary Macdonald Prize, IBMS, 12 Coldbath Square, London, EC1R 5HL.

3. How do I get financial support for development?

Following discussion with your manager, read the Support for Personal and Professional Development Policy then complete the Development Activity Support Approval Form which can be found on the Intranet.

This is an integrated form so not all sections may apply for all development. Once completed the form should be emailed to hrdirect@nhsbt.nhs.uk

In addition to providing information about the development activity you will also be asked the following questions,

- a) What do you hope to learn from your chosen development activity?
- b) How will the learning help you to do your job better?
- c) How do you plan to use your new learning within your job role?
- d) How do you plan to share your learning with others?

Support for Personal and Professional Development

- Support for Development Activity Applications are considered annually and against the policy
- Submit your completed application form by 31st March. Applications missing these deadlines may not be considered until the following year

The Support for Personal and Professional Development application form should be completed electronically. Your manager and budget holder must endorse your application.